

Volume 1, Issue 8

January 31, 2002



OFFICE OF ACQUISITIONS

ASU
EXTRA

ASU All Manager's Offsite

ASU All Manager's Offsite was held January 30-31, at the Dunes Manor Hotel, Ocean City, MD.

Lauraline Gregory, Director, Office of Business Management, ABZ-1 briefed on "Shaping ARA's Future".

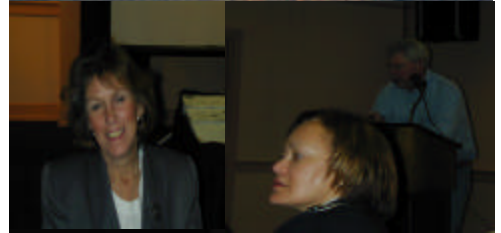
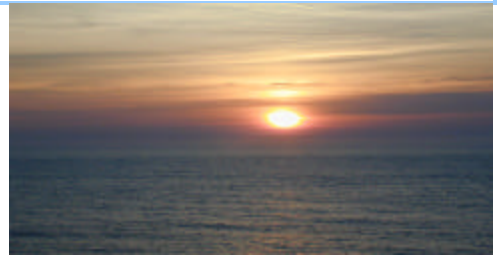
Deborah Holden, Employee Development Specialist, AHD-200 briefed on "Telecommuting".

Richard Boe, Division Manager, ASU-500 briefed on Homeland Security.

Gib Devey, Director, Office of Acquisitions, ASU-1 discussed ASU/FAA Mission/Goals/Purpose in the Organization and Future.

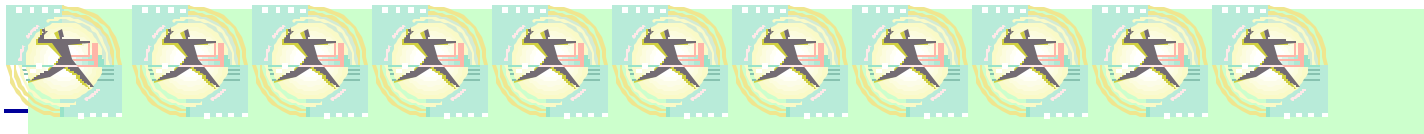
Deborah Wilson, Deputy Director, Office of Acquisitions, ASU-2 talked about Budget Expectations and Individual Development.

The offsite was very informative, beneficial and successful to all.



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Congratulations!

Cheryl Emerson-Adams, Contract Specialist for Communication GPS & Navigation, ASU-310 and Janet Langweil, Contract Specialist for Facilities & Technology Services, ASU-340 successfully passed the 6-Hour Certified Associate Contracts Manager examination.

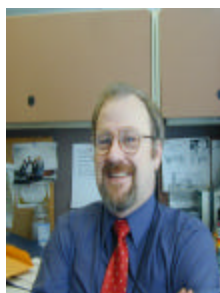


Janet Langweil

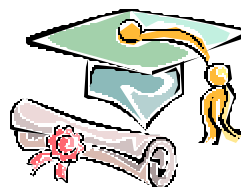


Cheryl Emerson-Adams

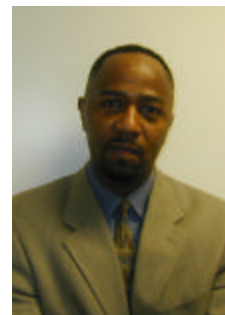
John Seger, Management Program Analyst, Software Quality Assurance & Industrial Evaluation Branch, ASU-250 graduated in December 2001, from Strayer University. John received a Master's Degree in Business Administration and with a perfect grade point average of 4.0. Fantastic Job!



Graduation



Anthony Garner, Contract Specialist, Surveillance & Weather, ASU-320 graduated on December 9th, 2001, from National Louis University. Anthony received a Master's Degree in Business Administration.



Welcome to ASU!



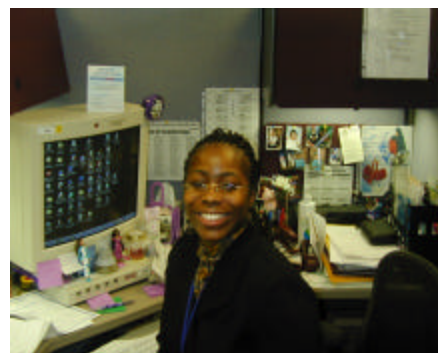
Peter Han, previously a contractor supporting ASU-520 is now a Federal employee working under the Metropolitan Area Network (MAN) team. Peter has been in the Information Technology field for 5 years. He holds many Certifications: Cisco Certified Network Associate (CCNA), Novell Certified NetWare Engineer (CNE), Novell Certified NetWare Administrator (CAN) and Microsoft Certified Professional NT 4 (MCP). This month he will attain the Cisco Certified Network Professional certification.

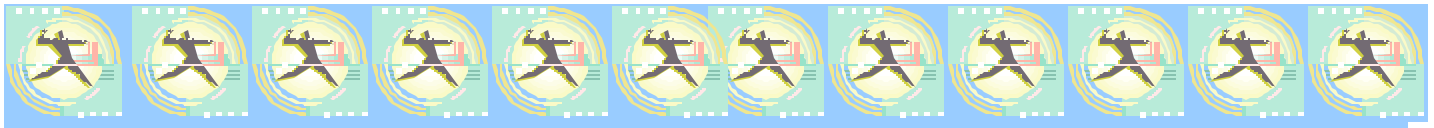
David Fields is the new AWA RMAT Team Lead. He has more than 4 years experience as a Lotus Notes Administrator and more than 12 years experience as a messaging consultant. He previously was Notes administration team lead at Student Loan Marketing Association. David looks forward to assisting AWA users get the most from the new NexGen implementation. He and his wife, Lorene, enjoy motorcycle rides, travel and ballroom dancing.



Promotion

Paula Galloway, Management Program Analyst, ASU-500 training and personnel support was promoted January 27th!





2002 TWO Program



2002 ASU Technical Women's Organization (TWO) Program Participates:
(Mentee) Tracey Pritchett, Management Program Analyst, Administrative Systems Branch, ASU-11. Tracey's Mentor is Rebecca Delony, Program Manager, AFZ-600.

(Mentee) Tina Harris, Secretary, Acquisition Management Division, ASU-100. Tina's mentor is Vanestra Myers, ANS-700

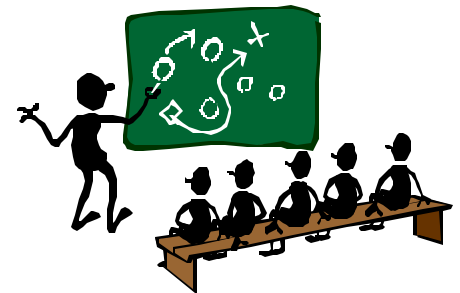
Deborah Wilson, Deputy Director, ASU-2 is a Mentor to Annett Eldridge, Personnel Mgmt Specialist, AHP-200.



Tina Harris, Secretary, ASU-100 (Mentee)

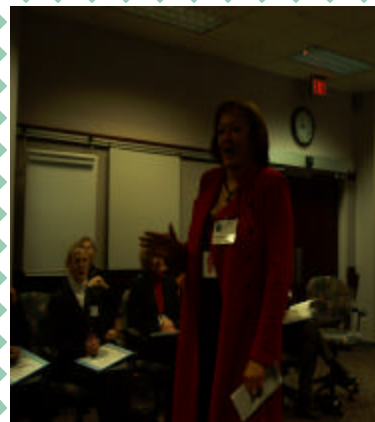
The TWO Mentor Program objectives are:

- To provide a structured process for assisting employees with career development decisions.
- To develop and/or improve present skills and abilities of the participants.
- To further promote the philosophy that career development is not only upward, but horizontal as well.
- To improve morale as experience and satisfaction are gained.

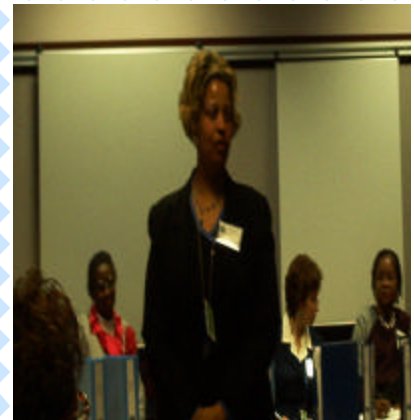


Deborah Wilson, Deputy Director, ASU-2 (Mentor)

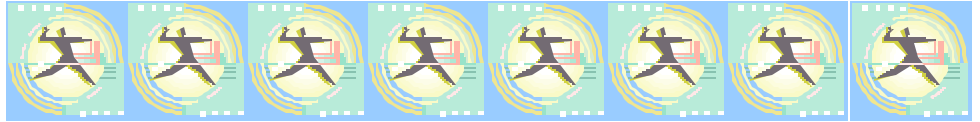
Annett Eldridge, Personnel Management Specialist, AHP-200 (Mentee)



Deborah Wilson, TWO Program Key Note Speaker on January 9th.



Tracey Pritchett, Management Program Analyst, ASU-11 (Mentee)



OFFICE OF ACQUISITIONS

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We're on the web!
[Http://www.asu.faa.gov/
lc/asutresures.htm](http://www.asu.faa.gov/lc/asutresures.htm)

MISSION

The Office of Acquisitions provides:

- ☺ leadership, direction, and guidance related to acquisition policy and is responsible for planning, monitoring, controlling, scheduling, and implementing the acquisition material, equipment and services for the National Airspace System (NAS) and for interagency and international programs.
- ☺ contracting, quality assurance, real estate and acquisition policy/guidance for agency programs.
- ☺ administrative and operational support for the FAA headquarters' employees through expertise on space management, administrative telecommunications, Information technology, personal property, motor vehicles, and building management issues.
- ☺ leadership in corporate information technology and information management products and services.

ARA Individual Development Plan Training Tracking System

The ARA IDP Training and Tracking System (IDPTTS) is the system for planning, executing and tracking workforce development ARA-wide.

Accessing the IDP/Training Tracking System

Go to the Internet Explorer or Netscape icon and double click. Type <http://arms.faa.gov>. (if using Internet Explorer type address in the location bar) and hit enter. A "user login" box will appear asking for your user name and password. Enter your user name and password and click on "Login".

Development Plan

Located at the bottom of your IDP Homepage is a button entitled "Development Plan". This is the first step in developing an IDP. You can list long and short term goals, development objectives, and other interests.

The long and short term goals are milestones you wish to achieve.

ARA Training Request Form:

Your Division Training Coordinator sets up your account.

Placing an activity on your home page is a way of collecting all possible development avenues you might pursue.

In order to generate a training request form, click on "training request" located on the right side of your IDP employee home page.

Training Instructions

If there are groups of employees who wish to be trained on the IDP system, Susan Fletcher, ASU-11 at 267-9984 or Phil Fitzhugh, ASU-11 at 267-9297 can make arrangements to have a training class scheduled, which last approximately 1 1/2 hours.

